

HEALTH & SAFETY CHECKLIST FOR EXHIBITORS



**THE GAME
FAIR[®]**

HATFIELD HOUSE
HERTFORDSHIRE
26-28
JULY 2019



THE GAME FAIR

HATFIELD HOUSE 26-28 JULY 2019

HEALTH & SAFETY CHECKLIST FOR EXHIBITORS

HS1

All Exhibitors **MUST COMPLETE AND SUBMIT THE FULL CHECKLIST BELOW** with the relevant Sections completed and any relevant attachments, ASAP, or by the deadline(s) below, to healthandsafety@thegamefair.org or send your form to 9 Knightsbridge gardens, Hartlepool, TS26 OLY

<ul style="list-style-type: none"> All Exhibitors MUST confirm key information and evidence of adequate insurance All Exhibitors MUST complete a Fire Risk Assessment All Exhibitors MUST submit suitable and appropriate Risk Assessment(s) including appropriate Control Measures covering build-up, show days and breakdown -Part D covers the General Risk Assessment requirements 	CROSS TO CONFIRM ATTACHED	FORM OR SECTION
Complete and return THIS CHECKLIST ASAP – Deadline 17/5/19		HS Checklist
Confirm 'Exhibitor Information' – Deadline 17/5/19		HS1 Part A
'Evidence of Adequate Insurance' – Deadline 17/5/19		HS1 Part B
Fire Risks & Assessment – Deadline 17/5/19		HS1 Part C
General Risk Assessment – Deadline 17/5/19		HS1 Part D

The checklist below highlights risks and control measures where additional information will need to be submitted – please refer to these sections for guidance

If your stand or exhibition will include any item/activity below, please cross (X) and refer to the relevant section(s) as applicable	CROSS TO CONFIRM AS MANY AS APPLY	FORM OR SECTION
Stands, structures, demonstration and exhibition trailers and vehicles NOT provided by the Game Fair – Deadline 17/5/19		HS1 Part E
Food and/or Drink sales, hospitality, preparation and/or live cooking demonstrations etc – Deadline 17/5/19		HS1 Part F
Poultry or Captive Birds – Deadline 12/7/19		HS1 Part G
Firearms & Ammunition – Deadline 21/6/19		HS1 Part H

HS1 – PART A - Exhibitor Information



All Game Fair exhibitors must complete Part A and provide the following information:

Exhibitor's Stand Name <i>(as shown on Hatfield House floor plan)</i>		Stand No. <i>(if Known)</i> :
Business or organisation name: <i>(if different than above)</i>		
Name of any other business or organisation represented on/sharing the stand:		
Name of contact at business address:		Phone: Email:
Name of Contact/Responsible Person on site at Hatfield House:		Phone: Email:

HS1 – PART B – EVIDENCE OF ADEQUATE INSURANCE

All Game Fair exhibitors must COMPLETE Part B AND ATTACH GOOD COPIES OF INSURANCE CERTIFICATE OR BROKER'S LETTER OF COVER CONFIRMATION

- All exhibitors must provide evidence of adequate insurance cover during the event period – **HELD IN THE BUSINESS OR ORGANISATION NAME ENTERED ABOVE**
- Please read the Game Fair insurance requirements section to make sure your stand is adequately covered by the insurance policy
- If cover is due for renewal prior to the event, this must be indicated and copies of new documents provided as soon as these become available
- You can purchase Exhibitor Insurance with James Hallam Insurance Brokers please get in touch with Chris. Brinck-Johnsen - Email: Chris.Brinck-Johnsen@jameshallam.co.uk. Telephone: 01245 20 45 65

Exhibitor's Stand Name :		Stand No. :	
EMPLOYER'S LIABILITY			
Name of insurer:	Amount of cover: (At least £5m) £	Cross to confirm that documentary evidence is attached or sent to healthandsafety@thegamefair.org	
PUBLIC LIABILITY			
Name of insurer:	Amount of cover: (At least £5m) £	Cross the box to confirm that documentary evidence is attached or sent to healthandsafety@thegamefair.org	
PRODUCT LIABILITY (if applicable)			
Name of insurer:	Amount of cover: £	Cross the box to confirm that documentary evidence is attached or sent to healthandsafety@thegamefair.org	

HS1 – PART C – FIRE RISKS AND ASSESSMENT



All exhibitors must **COMPLETE PART C AND:**

provide on their stand one or more fire extinguishers, suitable for the fire risks present

(extinguishers can be hired for the event from the Organiser's fire extinguisher contractor, who will also provide advice on the type/s required)

Exhibitor's Stand Name :	Stand No. <i>(if Known)</i> :
Will anyone be sleeping on or at the rear of the stand during build-up or the event period?	
If yes, how many people and which nights will they be sleeping there?	
Where will they be sleeping – in the stand structure, in a tent behind the stand, in a vehicle, elsewhere? Please specify.	
What fire extinguisher/s will be provided on the stand - type/s: water, foam, dry powder, carbon dioxide, fire blanket, sizes and number/s	

FIRE RISK ASSESSMENT **complete below or submit a suitable assessment in your own format:**

<p>IDENTIFY Sources of ignition: <i>(eg smoking, cooking/barbeques, electrical equipment, sources of fuel including gas and flammable liquids, demonstrations involving hot work, vehicles on the stand space, ammunition, etc, etc)</i></p>
<p>Persons or equipment at risk: <i>(eg visitors, children, exhibitors, contractors' & Organiser's personnel, vehicles, structures, etc, etc)</i></p>
<p>Control measures (precautions) that will be used to eliminate or minimise fire risks to as low as reasonably practical: <i>(eg elimination of ignition & fuel sources, minimising fuel available, suitable storage away from sources of ignition & suitable containers for fuel sources including gas & flammable liquids, supervision, checking sources of ignition have been extinguished & cooled, liaison with other exhibitors regarding conjunction of sources of ignition & fuel sources on neighbouring stands, PAT tested equipment, etc etc)</i></p>

HS1 – PART D – GENERAL RISK ASSESSMENT

All exhibitors must COMPLETE PART D OR SUBMIT A SUITABLE ASSESSMENT IN THEIR OWN FORMAT that addresses all sections below, covering build-up, show days and breakdown



Exhibitor's Stand Name :	Stand No. (if Known) :
<p>IDENTIFY ALL POTENTIAL HAZARDS (build up & show days & breakdown) <i>(e.g. erecting & dismantling own structure, other work at height, slips & trips, electricity, food handling, contact with paints, thinners & other hazardous substances, lifting equipment & other machines, vehicles, horses & other animals, fire arms/ammunition, knives, manual handling, etc etc etc)</i></p>	
<p>CONSIDER THE TYPES OF PERSONAL INJURIES OR EQUIPMENT DAMAGE as a result of the hazards <i>(eg falls, trips, electric shock, burns, food poisoning, crushing & trapping, kicks & bites, stings, allergic reactions, gun shot injuries, musculo-skeletal injuries, etc, etc)</i></p>	
<p>CONSIDER THE CATEGORIES OF PERSON OR EQUIPMENT AT RISK <i>(eg visitors, exhibitors', contractors' & Organiser's personnel, vehicles, structures, etc, etc)</i></p>	
<p>CONSIDER THE PROBABLE SEVERITY OF INJURIES/ DAMAGE THAT COULD OCCUR</p>	<p>High: fatal/major injury/significant damage Medium: injury/damage Low: First aid/lost time</p>
<p>CONSIDER THE LIKELIHOOD THAT INJURIES OR DAMAGE COULD OCCUR</p>	<p>High: Very Likely Medium: Likely Low: Possible but unlikely</p>
<p>CONTROL MEASURES (PRECAUTIONS) USED TO REDUCE RISKS TO AS LOW AS REASONABLY PRACTICAL <i>(eg use of suitable access equipment, housekeeping measures, checking of equipment, avoidance of hazardous substances, washing facilities, temperature controls and monitoring, minimising quantities & suitable storage of hazardous substances, confinement & control of animals, warning notices, secure storage, use of trained & competent personnel, mechanical aids, supervision and monitoring, etc, etc)</i></p>	

HS1 – PART E – EXHIBITORS’ OWN STRUCTURES/VEHICLES



This section is relevant to Exhibitors with Stands, Structures, Demonstration Trailers and Demonstration or Exhibition Vehicles that have NOT been provided by the Game Fair Organisers

Exhibitor’s Stand Name :		Stand No. (if Known) :
<p>NB Is your own structure defined as a ‘Complex Structure’?</p> <p>NO – Cross here _____</p> <p>CONTINUE BELOW ↓</p>	<p>YES – Cross here _____</p> <p>If the structure IS deemed a ‘Complex Structure’ tick above and contact the us AT healthandsafety@thegamefair.org You will be required to submit RAMS (Risk Assessment Method Statement), full technical drawings and structural calculations, full details of Contractor support and gain the Organisers’ Permission to Build’ in writing.</p>	

<p>Description of the stand, structure, trailer &/or other vehicle(s) used as part of your Exhibition Please attach photos or drawings, if relevant and available</p>	
<p>Is structural data available for the structure/s? if yes, please attach or forward to healthandsafety@thegamefair.org</p>	
<p>Who will position and or erect and dismantle the structure? if this is a contractor, please provide the Company Name, Contact Name, Contact Telephone and email address</p>	
<p>Is the erection and dismantling of the structure / and exhibition activities covered adequately by the PART D – General Risk Assessment? <i>if not, please attach separate assessment(s)</i></p>	
<p>How will the stability, integrity and safety of the structure/exhibition and demonstration facility be monitored during the event?</p>	
<p>Include the name, telephone and email of the responsible person for this monitoring</p>	

HS1 – PART F – FOOD AND DRINK



This section is relevant to Exhibitors who will sell food or drink and/or serve food or drink as hospitality.

The Food Safety Team at Welwyn Hatfield Borough Council, the local authority for Hatfield House, requires that The Game Fair Exhibitors who will be selling food or drink or serving it as hospitality, either directly or by using a catering contractor, must provide the following information about their food hygiene, alcohol licensing and safety arrangements.

This Form will be used by the Council’s Environmental Health Officers to make monitoring visits to those Exhibitors and caterers during the event.

Please ensure YOU ATTACH a copy of your Food Hygiene Rating OR SEND ASAP to healthandsafety@thegamefair.org

Exhibitor’s Stand Name : (as shown on Hatfield House floor plan)		Stand No. (if Known) :				
Business or Organisation name: (if different than above)						
Business postal address:						
Name and address of your catering contractor (if applicable):						
Name of the local authority that your business, or your catering contractor’s business, is registered with as a food business:						
What type of food safety management system do you have in place? (Cross the relevant box):	HACCP					
	SFBB					
	COOK SAFE					
	OTHER (state)					
Date of last Food Safety Review						
What is your food hygiene rating, or your caterer’s rating? (Cross the rating number)	5	4	3	2	1	0

Send a copy of food hygiene rating certificate to healthandsafety@thegamefair.org							
What was the date of your, or your contractor's, last food hygiene inspection?							
If you, or your catering contractor, does not have a food hygiene rating, why is this?							
Cross to indicate what will be provided:		Food					
		Non-alcoholic drinks					
		Alcoholic drinks					
<p>Description of the food &/or drink to be served - whether for sale, sampling or hospitality:</p> <ul style="list-style-type: none"> • Is it lower risk eg crisps, nuts, sealed jars, pre-packed etc, OR higher risk eg pies, pasties, cooked or raw meat, etc? • Is it intended for immediate consumption or to take home? 							
<p>What hand and utensil washing facilities will be available for use on your stand?</p>							
Will LPG be used on your stand?	Yes	If Yes, how many cylinders connected and in use?		Do you need storage for LPG on site?			
	No						
Confirm that all handlers have Hygiene Awareness training and are Supervised by a competent person							
Name of contact at Exhibitor's business address:							
Phone:							
Email:							
Name of contact on site at Hatfield House:							
Phone:							
Email:							

HS1 – PART G – POULTRY OR CAPTIVE BIRDS



Notice to Exhibitors Bringing Birds to The Game Fair

The birds that you and others are bringing to The Game Fair constitute an **Avian Gathering**. In order to minimise the possibility of the spread of avian influenza, avian gatherings must be held in compliance with the requirements of the Avian Influenza (Preventive Measures) (England) Regulations 2006.

You will be required to:

- **Confirm on the FRONT PAGE checklist that you intend to bring birds to the event**
- **Read, understand and follow the biosecurity advice below**
- **Comply with biosecurity requirements as per below**
- **Complete and provide the Signed Declaration form below**
- **NB THE SIGNED DECLARATION MUST BE COMPLETED AND RETURNED BEFORE YOU ATTEND THE GAME FAIR – YOU WILL NOT BE ALLOWED TO BRING BIRDS ONTO SITE UNLESS WE HAVE RECEIVED YOUR SIGNED DECLARATION – THE ABSOLUTE DEADLINE FOR THIS IS 12 JULY 2019**

Biosecurity advice

- You are recommended to health check your birds prior to travelling to Hatfield House.
- You are recommended to keep the birds returning from The Game Fair isolated from other birds and health-monitored for at least one week after the event

Biosecurity requirements

- You will not be allowed entry with any cage, crate, basket, receptacle or other container which is visibly contaminated with bird droppings or other material of bird origin, other than faeces produced during the transportation of the birds to Hatfield House.
- You must not bring to The Game Fair any birds that originate from premises or areas which are under restrictions related to confirmation of a notifiable avian disease, including from any temporary disease controlled zone or Avian Influenza Prevention Zone.

At the end of the event you must either:

- Remove from the site any waste material, including any feed to which any birds had access, all bedding, droppings or other material of bird origin and ensure that birds (including wild birds) do not access to them.

Or

- Place such waste material in receptacles provided for this purpose on the event site.

Record keeping - it is a regulatory requirement that you complete and return to us a signed declaration – the form is attached below – We appreciate that this form will need to be completed closer to the exhibition but you **MUST RETURN IT BEFORE YOU ATTEND THE GAME FAIR**; you cannot be allowed access without this

This completed form and declaration must be returned to: healthandsafety@thegamefair.org BY DEADLINE 12 JULY 2019
Thank you in anticipation of your support in this very important matter.

THE GAME FAIR 2019 – EXHIBITOR'S AVIAN GATHERING RECORD & DECLARATION



Avian Influenza (Preventive Measures) (England) Regulations 2006

Exhibitor's Stand Name :		Stand No. (if Known) :
Exhibitor business or organisation name (if different than above) and full address		
Owner of birds on the stand (if not the exhibitor):		
Number and type(s) of birds to be exhibited at The Game Fair:		
Address of premises of the origin of the birds (if different from above)		
The eventual destination of the birds after leaving The Game Fair		
<p>DECLARATION</p> <p>I confirm that:</p> <ul style="list-style-type: none"> • I have read and will ensure compliance with the biosecurity advice provided • I will ensure compliance with biosecurity requirements • That, to the best of my knowledge, my birds have not been in contact with any notifiable avian disease agents and do not show any signs of infection. • That the address of the premises of origin of the birds are not under restriction for a poultry disease or from within a Protection, Surveillance or other notifiable avian disease controlled zone or from an Avian Influenza Prevention Zone • That I will notify the Organiser should we note any sign of infection during the Gathering • That I will check for any signs of infection prior to departure from the Gathering 		
FULL Name of responsible person completing this form on behalf of the exhibitor (block letters please):		
Position in Company or Organisation		
Signature:		
Contact details - telephone, Address and email		

ACCESS TO THE GAME FAIR WILL NOT BE ALLOWED WITHOUT RECEIPT OF THIS FORM & SIGNED DECLARATION

HS1 – PART H – FIREARMS AND AMMUNITION

This section is relevant to Exhibitors who will bring/include Firearms as part of their Exhibition activities

- Please confirm on the FRONT PAGE checklist that your Exhibition/Activities involve Firearms.
- You are required to comply fully with the Game Fair Weapons Policy, this will be made available to you separately from the Game Fair Organisers

YOU WILL NEED TO PROVIDE A COMPREHENSIVE RISK ASSESSMENT AND METHOD STATEMENT TO MINIMISE HEALTH AND SAFETY RISKS ASSOCIATED WITH THE EXHIBITION OR ACTIVITIES RELATED TO YOUR WEAPONS AND AMMUNITION. UNLESS THIS IS COMPREHENSIVELY COVERED IN HS1 PART D, THIS MUST BE PROVIDED BY OUR ABSOLUTE DEADLINE OF 21 JUNE 2019.

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